TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** The Importance of Regular Vehicle Maintenance

Dear **[Client's Name]**,

A friendly reminder from **[Your Company's Name]** that your vehicle is due for its regular maintenance. Regular servicing plays a crucial role in preserving the value of your vehicle and preventing larger, costlier issues down the road.

Contact us today to arrange your car's maintenance appointment or to learn more about how our services can benefit your vehicle's performance.

Safe Travels,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**

**[Additional Terms & Conditions]**